



# Community Development Department - Planning Division

3900 Main Street, Riverside, CA 92522 (951) 826-5371 Fax: (951) 826-5981 [www.Riversideca.gov](http://www.Riversideca.gov)

## *Verification of Nonconforming Rights*

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Verification of Nonconforming Rights establishes a nonconforming use or a nonconforming structure. A Nonconforming Use is a use, of a building or land, which was lawfully established but does not conform to the regulations of the present title. A Nonconforming Structure is a structure, or portion thereof, that was lawfully established but does not conform to the regulations of the present title.

The building or use must have been legally established prior to 1956 or the date of annexation (when the property was added to the City of Riverside). The building must have been used or the use in operation continuously since the above date with no lapses of 180 days or more. In addition, if a non-residential structure is destroyed to the extent of more than 50% of the value, the nonconforming use may not be replaced. If a residential structure is destroyed to the extent of more than 50% of the value, it may be rebuilt in its entirety subject to approval of a minor condition use permit. It is the applicant's responsibility to prove the lawful establishment of the uses or buildings.

**APPLICATION SUBMITTAL:** Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**APPLICATION PROCESSING:** Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you. Extra copies are available from the Planning & Building Department.

**TIME:** The initial review will be done within 30 days of submittal of a complete application.

**HEARINGS:** If a hearing is required, the applicant, a representative, or the legal owner should be present.

**APPEAL PROCESS:** If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

**PLANNING FEES:** See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***)

**REQUIRED ITEMS FOR FILING** (The following checklist gives you the requirements for application):

- ☐ One (1) copy of the General Application Form signed by all involved property owners
- ☐ One (1) copy of a complete written description of your proposal outlining the existing situation and the history of the structure and/or use of the property
- ☐ One (1) copy of the County Appraiser's documentation (residential building record, for example) indicating how the property was appraised prior to and since 1956 or date of annexation.
- ☐ One (1) copy of an inspection report from the Building Division (951) 826-5697
- ☐ Two (2) copies of a plot plan drawn to scale including the following:
  1. Boundaries of the property, with all dimensions, and square footage of the lot
  2. Location and dimensions of all existing buildings, structures, walls, fences and off-street parking areas or garages, and their measurements from all property lines
  3. North arrow and indicate scale of plot plan (preferable scales are 1" = 10 feet or 1/4" = 1 foot or other appropriate scale)
  4. Widths to centerline of existing streets, highways, alleys and other public right-of-way or easements when they abut or cross the subject property
- ☐ Two (2) copies of a floor plan drawn to scale including the following:
  - a. Dimensions of the rooms
  - b. Use of the rooms

C. Doorways and windows

- ☐ One (1) copy of Building Division Inspection Report (*Prior to submittal of the application, request an inspection through the Building Division (951) 826-5697*)
- ☐ One (1) copy of all additional documentation proving the buildings or uses have existed prior to 1956 or the date of annexation, and continuously since that time. The following are suggestions for research:
  1. Old business tax receipts
  2. Photographs
  3. Income tax records
  4. Telephone directories/ads and their dates (copies available from the main library)
  5. Copies of Criss-Cross directories
  6. Utility bills or hookup verification